



## **Finance and Administration Manager**

### **Primary Function**

Handles key finance responsibilities to support the day-to-day operations, administration and programmatic initiatives of The Carrie Meek Foundation.

### **Responsibilities**

#### Finance Duties – 60%

- Process accounts payable by reviewing requisitions and invoices to confirm backup, routing for approval, entering into accounting system and processing checks; maintain invoice files.
- Maintain grant tracking and payment system.
- Assist with the preparation of budgets for grant applications.
- Record expenses related to specific grants and prepare and submit grant reimbursement requests.
- Maintains files of all grant-related records and correspondence.
- Ensure proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
- Other duties as requested.

#### Programmatic Support – 25%

- Compose correspondence and communicate resources to grantees and partners.
- Coordinate event and program registration processes.
- Maintain files for all CMF grant programs including applications, capacity building plans and grantee reports.
- Provide technical support for grantees.
- Other duties as requested.

#### Administrative Support – 15%

- Coordinate schedule of office space for internal and external use.
- Greet visitors and answer incoming phone calls.
- Coordinate appointments and meetings and manage staff calendars and schedules.

- Coordinate executive travel, including flight, hotel, and car rental reservations.
- Coordinate office supplies and equipment and maintain proper stock levels.
- Create presentations and other management-level reports.
- Compose correspondence from the Foundation.
- Take minutes during Board meetings and produce follow up reports.
- Support Board committees as needed.
- Other duties as requested.

### **Skills/Knowledge Required**

- Proficient at Excel and data management software/tools.
- Knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Grant management experience preferred.

### **Salary**

\$45,000-\$55,000 based on candidate qualifications

### **Hours and Location**

This is a full-time, on location position from 9:00AM-5:00PM, Monday to Friday. Located at Carrie Meek International Business Park in Opa-locka, Florida.

### **Opportunity to apply closes on October 25, 2022**

*Please send letter of interest and resume to*  
[programs@carriemeekfoundation.org](mailto:programs@carriemeekfoundation.org)